

# Cascade County

## Job Vacancy Announcement

Position: Registered Sanitarian	Closing Date: April 12, 2012
Dept.: City-County Health Dept.	Dept. Adm.: Alicia Thompson
Type of Position: Full-time	Salary: Registered Sanitarian \$16.73-\$17.18 Sanitarian in Training \$15.11-\$16.05
	Must join MPEA Union
Applications available at Cascade County Human Resource Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

### DESCRIPTION OF POSITION

This position spends approximately 75% of their time performing routine and follow-up inspections of retail and wholesale food service establishments, public accommodations, trailer courts, schools, daycare centers, group homes, swimming pools, and tattoo and body piercing establishments for compliance with State regulations; assists with review of construction or remodel plans of licensed establishments; participate in communicable disease investigations; teach food safety and disease prevention classes to food service personnel and daycare providers; prepare educational newsletters; perform soil evaluations and regulate installation of subsurface septic systems; assist with training and certification of septic installers; may review subdivisions for sanitation requirements; may perform ambient air monitoring activities; may be involved in implementing EPA cooperative agreements relating to Superfund sites; investigate complaints related to environmental health issues; may be assigned additional duties and require training as an element of an environmental/public health response to an emergency; Employees assigned to positions within this class may be required to perform all or only part of the duties included herein; conduct routine and follow-up inspections of food service establishments including restaurants, perishable food stores, meat markets, food processors and warehouses; bars, hotels, motels, tourist homes, trailer courts, schools, daycare centers, swimming pools, tattoo and body piercing establishments and water supplies; provide information and educational materials to establishment operators; determine if there are deficiencies and assesses the need for follow-up, training or enforcement action following inspections; accurately fills out inspection forms and effectively communicates concerns; assist with other enforcement matters relating to public and environmental health laws and regulations; instruct public on procedures and requirements for sampling public, private, and non-community water supplies; record and investigate incoming complaints of animal bites using established protocols, and other health and safety concerns; process rabies reports and specimens; assist in epidemiological investigation of food borne/ waterborne diseases; issue permits for short term food service; issue septic permits and inspects septic systems for adherence to regulations for sewage disposal systems; assist with and provides input to Supervising Sanitarians and Health Officer in the development, revision, and enforcement of environmental health programs, policies and procedures; assist with development and/or revision of City-County Health Department policies and procedures, as necessary; may review subdivision applications for sanitation requirements; provide input during review of construction plans for new or remodeled establishments licensed by DPHHS; instruct homeowners and public water supply operators in proper disinfection of water systems; position may include assisting with ambient air monitoring activities; performs other related duties as required.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Theories, principles, and practices of environmental sanitation including microbiology, biology, chemistry, public health; should be familiar with generating computer reports and environmental health risk assessment and management.

**Skills in:** Inspecting, training, monitoring, sampling and testing; proficient in Microsoft Word, Excel, Outlook, Publisher, PowerPoint and able to learn other computer applications; organization; accuracy, customer service, public relations.

**Ability to:** Interpret laws, policies, and regulations; recognize and investigate sanitation problems and correct unsanitary or hazardous conditions; remain fair in interpreting and implementing rules and regulations; communicate effectively orally and in writing; follow verbal and written instructions; maintain confidentiality; prepare and submit accurate, timely reports and records; establish effective working relationships with fellow employees, supervisors, and the public; collaborate; demonstrate punctuality; speak publicly and make presentations.

### EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor Degree required with emphasis in biology, microbiology, environmental science, or related field. **\*\* Forty-five (45) quarter hours or thirty (30) semester hours in biological sciences and at least one (1) level course in microbiology that meets Board of Sanitarian approval for licensure.**

Must have current certification from the State of Montana as a Registered Sanitarian (RS), **or** the above educational qualifications for the State Sanitarian-in-Training (SIT) program. Application for the SIT license must be done within 1 week of start date if hired applicant is not an RS.

Must possess a valid State of Montana driver's license.

### \*\*\*\*APPLICATION PACKET REQUIREMENTS- ALL APPLICANTS MUST PROVIDE:

- AN OFFICIAL COLLEGE TRANSCRIPT(*showing the above required course credits*)
- A DETAILED RESUME OF WORK EXPERIENCE
- A CASCADE COUNTY EMPLOYMENT APPLICATION

*The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.